

D R A F T

28 July 1947

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM
NUMBER _____

OGC HAS REVIEWED.

SUBJECT: Termination of Employment with CIA

1. Sub-paragraph (c) of Section 102, National Security Act of 1947, is quoted below:

"Notwithstanding the provisions of section 6 of the Act of August 24, 1912 (37 Stat. 555), or the provisions of any other law, the Director of Central Intelligence may, in his discretion, terminate the employment of any officer or employee of the Agency whenever he shall deem such termination necessary or advisable in the interests of the United States, but such termination shall not affect the right of such officer or employee to seek or accept employment in any other department or agency of the Government if declared eligible for such employment by the United States Civil Service Commission."

2. The purpose of this section is to enable the CIA administratively to meet the high personnel standards ~~required~~ of a national intelligence agency. ~~(It is not to be used as a short cut for normal personnel actions, such as reprimands for inefficiency and misconduct, which may be processed under the laws and regulations controlling government employment in general.)~~

3. To advise and assist the Director in the exercise of his discretionary power to terminate employment, a Terminations Review Board is hereby appointed to consist of the following:

Executive Director -	Chairman
General Counsel -	Law Member
Executive for Administration & management -	Member and Recorder
Executive for Inspection and Security	Advisor to the Board without vote

4. Every case involving termination of a normal CIA employee will be forwarded by the head of the appropriate ~~Office or Division~~ branch or division to the Chief, Personnel Branch, together with all reports of investigation and other pertinent records. If, on review, the Chief, Personnel Branch, believes that administrative action by his office is not ~~applicable and that~~ a case is within the scope of the Director's discretionary authority, he shall immediately forward the record directly to the Board for its consideration and shall simultaneously suspend the individual concerned and notify him that his case is before the Board. He shall also give the individual notice of the date on which the Board will consider his case, ~~provided~~ such date ~~is not~~ less than ~~one week~~ later than the notice. Inquiries of employees concerned must be addressed to the Chief, Personnel Relations Division.

5. The Executive for Inspection and Security may refer directly to the Board any case arising within the scope of his functions, and he will immediately inform the Chief, Personnel Branch of such reference, ~~and request suspension of, and notification to, the individual concerned in accordance with Paragraph 4 above.~~


6. The Board will review the record in each case requesting such further evidence as it may deem necessary or desirable. After full consideration, the Board will prepare a written recommendation to the Director, including a summary of the facts and of its reasons for the recommendation. Each voting member shall note his concurrence or non-concurrence

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and any member, including the Executive for Inspection and Security, may append his individual comments.

7. The Director's determination in each case will be final. If the decision is to terminate the individual, the required notice of separation to the Civil Service Commission will state only that separation is accomplished by order of the Director under authority granted by sub-paragraph (c) of Section 102 of the National Security Act of 1947, without further amplification.

FOR THE DIRECTOR:
25X1A


Executive for
Administration and Management

ATTACHMENTS: None
DISTRIBUTION: All CIG employees